

**The procedure for conferring a doctoral degree
at the Institute of Organic Chemistry PAS**

The Scientific Council of the Institute of Organic Chemistry PAS in Warsaw based on:
The Act on Higher Education and Science of 20 July 2018 (consolidated text, Journal of Laws 2022,
item 574, as amended) hereinafter referred to as the "Act",
and the Act on the Polish Academy of Sciences of 30 April 2010 (Journal of Laws of 1996, item 619
as amended)
adopts the following procedure for conferring a doctoral degree

I. General provisions resulting from the Act

§ 1

The Scientific Council of the Institute of Organic Chemistry PAS confers, by way of an administrative decision, the academic degree of doctor in field of sciences and natural sciences and in the discipline of chemical sciences.

§ 2

If the doctoral thesis covers scientific matters concerning more than one discipline, the discipline in which the doctoral degree is conferred shall be indicated.

§ 3

If the doctoral thesis covers scientific matters concerning more than one scientific discipline falling within the area of field of sciences and natural sciences and it is impossible to indicate the discipline referred to in § 2 above, the doctoral degree shall be conferred in the field.

§ 4

The doctoral degree may be conferred in a discipline also jointly by universities, institutes of the Polish Academy of Sciences, research institutes or international institutes in the discipline in which each of the above holds an academic rank A+, A or B+, or the authorization granted in the manner specified in Article 226a (1) of the Act, including foreign entities entitled to confer the doctoral degree in the discipline in which the degree is to be conferred.

§ 5

The doctoral degree may be conferred on a person whose achievements include at least one article published in a journal listed in the Journal Citation Reports (JCR), describing the results of the doctoral Candidate's research.

II. Commission for the Proceedings on the Conferral of the Doctoral Degree

§ 6

The proceedings on the conferral of the doctoral degree shall be conducted by the Commission for Doctoral Proceedings and Education, hereinafter referred to as the Commission, appointed by the Scientific Council. The Commission consists of the Institute's Deputy Director for Scientific Affairs, a representative of the Institute in the Programme Board of the Warsaw PhD School in Natural and BioMedical Sciences [Warsaw-4-PhD], and five persons selected from among the Board members holding the title of professor or the degree of habilitated doctor. The works of the Commission shall be directed by the Chairperson elected by its members at the first meeting of the Commission. The Commission in such a composition, may carry out the activities specified in § 7 and § 8 hereinbelow. After initiating the proceedings, the Scientific Council appoints a Commission for the given proceedings, composed of members of the Commission for Doctoral Proceedings and Education, supervisors and reviewers.

§ 7

Members of the Commission, having considered the submitted documents, opinion, in an open ballot, the submitted application for the Scientific Council to initiate proceedings to confer the doctoral degree.

§ 8

The Commission passes documents received from the Candidate to the Chairman of the Scientific Council, along with their opinion, and the names of at least four candidates for reviewers of the submitted doctoral thesis.

III. Documents and procedure for submission of the doctoral thesis

§ 9

The doctoral thesis may be submitted in the form of a paper or a collection of published and thematically related scientific articles.

§ 10

The doctoral thesis should be accompanied by an abstract in the Polish and English language.

§ 11

In the event that the doctoral thesis does not form a paper but a collection of articles, it should be accompanied by a concise description (10-20 pages) briefly presenting the Candidate's achievements and their relation to the current state of knowledge. If the thesis is accompanied by a review of the literature on the subject of the thesis, published by the Candidate, in which he or she is the primary author or correspondence author, the description may be abridged.

§ 12

It is recommended that a doctoral thesis consisting of a collection of publications should only be submitted in the case of unequivocal contribution of the Candidate to the research, a short list of co-authors and a leading role of the Candidate in both the research and the writing of the published papers.

§ 13

1. The Candidate applying for the conferral of the doctoral degree shall submit the following documents to the Chairperson of the Commission:

- the doctoral thesis in one copy,
- the doctoral thesis on an electronic carrier in one pdf file,
- a positive opinion of the supervisor or supervisors concerning the doctoral thesis;
- copies of publications thematically related to the thesis, in pdf files,
- an application for initiating proceedings for conferring a doctoral degree, indicating the field and discipline,
- in the case where the doctoral thesis consists of a collection of publications, the Candidate should attach statements, certified by the supervisor(s) of the doctoral thesis, describing his/her contribution to the creation of the article and statements from all co-authors of the publication, describing their contribution to the creation of the article. In the event that it is not possible to obtain a statement from one of the co-authors, the author should provide a statement describing their contribution to the creation of the article, along with an explanation as to why it was not possible to obtain a statement from that particular co-author,
- documents confirming possession of a title of magister, magister inżynier or equivalent, or the diploma referred to in Article 326(2)(2) or Article 327(2) of the Act of 20 July 2018 on Higher Education and Science (consolidated text Journal of Laws of 2022, item 574, as amended), giving the right to apply for a doctoral degree in the country in where the university that issued it operates in the higher education system,
- certificate or diploma confirming knowledge of a modern foreign language at the language proficiency level of at least B2.

2. In the case of a candidate applying for a doctoral degree who does not possess the appropriate certificate or diploma confirming knowledge of a modern foreign language at the B2 proficiency level, before submitting the documents referred to in point 1, the candidate shall take an exam confirming their knowledge of the language at a B2 level. The date of the exam, conducted by the Examination Board in Modern Foreign Languages, is set by the Chairperson of the Commission for Doctoral Proceedings and Education.

IV. Procedure

§ 14

In the case of a Candidate who does not have a previously appointed supervisor, the Scientific Council, in a secret ballot, appoints, at the candidate's request submitted before the commencement of the procedure, a supervisor or supervisors or a supervisor and auxiliary supervisor in the procedure for conferring a doctoral degree.

§ 15

In the case of a Candidate for whom the Scientific Council of the IOC PAS has not appointed a supervisor, the Scientific Council appoints, in a secret ballot, a supervisor or supervisors in the proceedings for conferring a doctoral degree. In the case of candidates applying for a doctoral

degree in an external mode, the presentation serves as a way to verify the learning outcomes for qualifications at the level of 8 of the Polish Qualification Framework (PRK).

§ 16

After reviewing the opinion formulated by the supervisor(s), the Scientific Council shall adopt, in a secret ballot, a resolution on conducting proceedings to confer the doctoral degree.

§ 17

The Scientific Council appoints, in a secret ballot, three reviewers of the doctoral thesis.

§ 18

In justified cases, the Scientific Council may, in a secret ballot, change the previously appointed supervisor(s).

§ 19

In justified cases, including a reviewer's failure to meet set time limits, the Scientific Council may, in a secret ballot, change reviewer of the doctoral thesis.

§ 20

After obtaining all required reviews, the Chairperson of the Commission sets a date for the Candidate's oral examination in organic chemistry.

§ 21

After obtaining a positive result from the examination and being allowed to defend the doctoral thesis by the Commission, the Chairperson of the Commission appoints and announces in the Bulletin of Public Information the date, place and manner of conducting the public defense of the doctoral dissertation no later than 10 days before the appointed date of the defense.

§ 22

The defence of the doctoral thesis requires the attendance of the supervisor and at least two of the three reviewers appointed by the Scientific Council. Due to the prior publication of the thesis and review on the BIP website of the Institute, it is not necessary to cite the full content of the review.

§ 23

The Commission, in a secret ballot, recommends to the Scientific Council that the degree be conferred.

§ 24

In the event that at least two reviewers recommend distinguishing the thesis with honours, with appropriate justifications of high scientific level and significant contribution to the discipline, the Commission may apply to the Scientific Council for distinction of the doctoral thesis. The application for distinction may be considered provided that the Candidate obtained a grade at least 4.0 (good) during the examination in the discipline. Such an application to the Scientific Council shall be voted by the Commission in a secret ballot.

V. Conferring the doctoral degree

§ 25

Information on the course of the defense of the doctoral thesis shall be presented to the Scientific Council by the Chairperson of the Commission or a member of the Commission appointed by them.

§ 26

The academic degree of doctor is conferred, by way of an administrative decision, by the Scientific Council of the IOC PAS. The Council adopts a resolution on this matter in a secret ballot.

§ 27

At the request of the Commission, the Scientific Council may distinguish a doctoral thesis. The resolution on this matter is adopted by the Council in a separate secret ballot.

VI. Fees

§ 28

1. A person who applies for a doctoral degree shall pay to the Institute a fee for conducting the procedure in this matter.

2. In the case of an academic teacher or researcher, the costs of the proceedings shall be borne by the university, the Polish Academy of Sciences institute, a research institute or an international institute that employs them.

3. In the case of an academic teacher or researcher employed in more than one entity, the costs of the proceedings:

1) shall be borne by the entity which is the primary place of work of the teacher or employee, unless the entities agree otherwise;

2) are borne based on an agreement between the entities, if none of them has been designated as the primary place of work of the teacher or employee.

§ 29

The amount of the fee is determined by the Director of the Institute in a relevant regulation, however, it may not exceed the costs of the procedure, including in particular the remuneration of the supervisor(s), auxiliary supervisor, and the reviewers.

§ 30

The fee is not charged on a doctoral candidate who has completed education at a doctoral school.

§ 31

In justified cases, the Director of the Institute, at the request of the Candidate, may waive the fee in whole or in part.

VI. Final provisions

§ 32

Appeals to the decisions made by the Scientific Council may be filed to the Council of Scientific Excellence, if the law provides for it.

§ 33

The regulations were adopted by the Scientific Council of the Institute of Organic Chemistry PAS in Warsaw and come into force on the day of signing the relevant resolution by the Chairperson of the Scientific Council of the Institute.